



Funeral / Memorial Policies and Information

310 W. 17th Street, Little Rock, Arkansas 72206

(501) 372-0294 amy@trinitylittlerock.org www.trinitylittlerock.org

Table of Contents

A Message from the Rector	
From the Book of Common Prayer, 1979	
Participating Clergy	
Music at Funeral / Memorial Ceremony	
Readings from Scripture	
Flowers at the Service	
Visitations	
Receptions	
Service Bulletins	
Guest Book	
Day of the service	
All Saints' Guild	
Reserved Seating	
The Procession	
During the Service Itself	
Memorials	
Cremations and Treadway Gardens	
Fees and Honoraia	
Appendix A – From the Hymnal 1982 Congregation Hymns	
Appendix B – Authorized Old Testament Readings	
Appendix C – Authorized New Testament Readings	
Appendix D – Authorized Psalms	
Appendix E – Authorized Gospels	

A Funeral or Memorial Service at Trinity Cathedral

The death of a member of the church should be reported as soon as possible to the clergy of the Cathedral. Arrangements are then made in consultation with the Dean of the Cathedral or designee. No final plans can be determined without this consultation. Baptized Christians are properly buried through the church. In the Episcopal Church, a funeral is a celebration of resurrection. The service should be held after public notice is given, to allow the community of the faithful to gather in support. In some circumstances, the entire service can be read at the graveside. Only in the most unusual of circumstances should any part of the service be held in a funeral home.

We at the Cathedral stand ready to assist you in making decisions for a meaningful and beautiful service. With that in mind, all arrangements should be made in consultation with the officiating priest. Final decisions regarding the funeral, liturgy, music, and flowers are made by the Rector of the Cathedral or designee. Keep in mind that it can be difficult to prepare for an early Monday funeral or early Tuesday following a three-day weekend, as no preparation can be done the day before.

Funeral services held at Trinity follow The Burial of the Dead liturgy and rubrics in the *Book of Common Prayer* 1979. The burial service at Trinity can be very short and quiet with only a few members of the family present; or it can be an occasion of great solemnity with a church filled with family and friends. Whenever possible, the service may be set in the context of the Holy Eucharist. And, it is understood that a shorter service without Holy Eucharist, or even a simple graveside service, is good for those with specific personal preferences which we want to honor.

The following pages are designed to facilitate the planning of a funeral during a very difficult time and constitute the customs of Trinity Cathedral and her members. There are provisions in the *Book of Common Prayer* for the appropriate readings, psalms, and hymns for a funeral service. If you wish to use a reading that is not an authorized text, please discuss this with those who will preside at the service.

Forms are included along with these guidelines for your use in both planning or pre-planning the funeral service.

Peace be with you,

The Very Reverend Amy Dafler Meaux, Dean and Rector

Notes regarding the Liturgy:

Trinity Cathedral uses the *Book of Common Prayer* for its services. The Prayer Book Service of the Burial of the Dead takes approximately 45 minutes to an hour depending on the number of communion participants and music. A sermon or homily is preached at all funerals at the Cathedral. One brief eulogy can be a part of our funeral liturgy, if families desire.

Participating Clergy:

The priest who has helped the family members prepare for the funeral is the appropriate priest to perform the burial rites. If an Episcopal priest other than the one from Trinity is desired to assist (or officiate), the permission and invitation of the Rector is required according to The Canon Law (Title III, Canon 21, Section 5a). The location of the funeral other than in the parish church changes nothing; non-parochial priests may only function with the permission and invitation of the Rector of the parish. Guest clergy (other than Episcopal priests and deacons) are invited from time to time to read lessons, lead prayers, and/or preach. The *Book of Common Prayer*, the guidelines of which each priest at their ordination has sworn to uphold, is very specific about who may do what. These guidelines may not be violated in any way.

Music at the Funeral / Memorial Ceremony:

The hymns from *The Hymnal 1982* and other sacred music express our belief in the resurrection of the body and life everlasting. There is a wealth of beautiful and appropriate sacred music that is suitable for use in the context of the Burial of the Dead. Should any outside singers or instrumentalists be wanted, they must be approved by the Cathedral's Director of Music. Hymns from *The Hymnal 1982; Lift Every Voice and Sing II*; and *Wonder, Love, and Praise* are typically acceptable. In the case of vocal music, texts may come from the Holy Bible, *The Book of Common Prayer*, or the above-mentioned hymnals. Other texts must be approved by a member of the Cathedral's clergy. The choir is generally not able to sing for funerals or memorial services.

The Canons of this Church give the final authority for the music used in any liturgical setting to the Rector of the parish in which the liturgy occurs. Pre-recorded and secular music is *not* allowed. It is ultimately the Rector's decision made in consultation with the parish staff and the parish customary that will be binding with respect to the propriety of any specific music selection.

Organ music will be chosen in consultation with the organist. Congregational hymns appropriate for the Burial of the Dead can be found in Appendix A. These appendices are provided for your convenience. These lists are not meant to limit your selection of music appropriate to the service.

Readings from Scripture:

During the service, there can be a reading from the Old Testament, one or two psalms, and/or a reading from the New Testament.

There is always a reading from the Gospel. If you wish to have a reading that is not scripture, this must be approved by the Dean. A deacon, priest, or bishop must read the gospel. Lay readers (family members or members of the church) may read or lead the congregation in the reading of the psalm(s). If the family would like a family member or a friend to read a lesson, please take into careful consideration the emotional state of that person with respect to the deceased. The readings should be done in a dignified and solemn manner with no more than one lector reading each lesson.

Appendices D – G provides lists of suggested readings suggested by the 1979 edition of the *Book of Common Prayer*.

Flowers at the Service:

Family members are responsible for providing appropriate altar flowers for the service. Families will coordinate with the Flower Guild representative to secure approved flowers for the altar which will be acquired in consultation with the Flower Guild. Beautiful brass containers are provided by the church. The flowers used in decorating the altar will become the property of the Cathedral.

The casket or urn (if one is present), instead of being covered with a blanket of flowers, is covered with a pall. The pall is the vestment of the church and is used to cover every casket/urn placed in the nave for the burial service. The pall, as well as, the altar hangings and clergy vestments are always white for funerals, because the liturgy for the dead is an Easter liturgy.

Floral sprays, decorations, and plants sent by family and friends will not be displayed in the altar area. A small number may be displayed in other areas as long as they do not impede movement throughout the service. The remainder may be displayed where the family gathers prior to the service. Other than altar flowers, all floral arrangements are to be taken by family and friends.

Visitations:

If a visitation is to be held at the Cathedral. It will take place in Morrison Hall, Treadway Garden, or Chancellor's Hall prior to the commencement of the funeral service.

Receptions:

A reception may be held in the Garth, Morrison Hall or Chancellors' Hall. The reception should be arranged in consultation with our Parish Administrator.

Service Bulletins:

It is our policy that the service bulletins be produced in house, due to timing restraints. If photographs are to be used, digital is preferred. Please advise church representatives of approximate attendance expected, so that we may have adequate bulletins available.

Guest Book:

Trinity does not provide a guest book. A guest book is customarily provided by the funeral home.

Day of the Service and Arrival at the Cathedral:

You should arrive at the Cathedral at least 30 minutes prior to the service or visitation. The size of the family will determine where family and friends will gather before the service. Fifteen minutes before the service begins the officiating priest will join the family for a review of the service and a private prayer. The family may choose to be seated in the Cathedral prior to the opening process or the family may choose to join in the procession.

It is the custom of Trinity to encourage silence in the nave prior to a church service, allowing the congregation a quiet moment of reflection before the service begins. Good ushers help to facilitate this solemnity.

All Saints' Guild:

The All Saints' Guild fulfills a variety of responsibilities during a funeral or memorial service: the seating of the guests, ensuring the guest book is signed, welcoming and caring for the family, and the ushering of the congregation to the altar rail to receive Holy Communion. This is helpful in providing guests with any questions they might have concerning the church. Usually one or two ushers is adequate.

Reserved Seating:

Pews will be reserved at the front of the church for family members and pallbearers. Please let the priest know ahead of time how many family members and pall bearers will be seated in this reserved area.

The Procession:

As with all the services of the Church, lay ministers, clergy, and members of the family of the deceased may enter in an appropriate liturgical procession from the back of the church. If preferred the family can be escorted to the reserved seating, prior to the procession. This will all be explained by the officiating priest in the course of funeral preparations.

During the Service Itself:

The congregation stands at the beginning of the procession and is seated after the opening prayer. The congregation will be invited to stand, sit, and kneel (as they are able), according to the rubrics of the *Book of Common Prayer*. All baptized Christians will be invited to the communion table, if a Holy Eucharist is a part of the planned service.

NO Photography or videography is permitted during the service. It may be possible to stream the service through our YouTube channel.

Memorials:

The Cathedral has one Memorial Fund that provides an opportunity for people to make contributions to the Church in memory of a departed loved one.

Cremations and Treadway Garden

Cremation is an acceptable practice within the Episcopal Church. A resurrection pall is used to cover the deceased's ashes during the service. Ashes are poured directly into the ground during the Committal service; there is no need for an urn. The Cathedral has a wooden box available for the ashes until they are interred or the family may have an urn of their choosing. The Cathedral has a garden, Treadway Garden, for interment of ashes. There is no cost for internment in Treadway Garden. Name plates are available at the cost of \$150. Arrangements for internment in Treadway Garden are through the Parish Administrator of the Cathedral.

Fees and Honoraria:

For confirmed communicants in good standing, the Director of Music will provide appropriate service music traditional to the Episcopal Liturgy for the burial Office and Holy Eucharist, and an offering is appropriate (\$300 is standard). Any music beyond service music traditional to the Episcopal liturgy, including soloists, music that must be obtained for the funeral, consulting with other musicians, and other special requests, shall be provided at an additional fee. A solo singer will cost \$100. For those who desire burial in the Episcopal Church, but who are not confirmed communicants in good standing, there is an additional fee of \$150. The Director of Music will coordinate all necessary musicians.

It is customary to give the Preacher an honorarium. Commonly, this gift is given to the priest's Discretionary Fund. If the deceased is not a member of Trinity, we invite an honorarium to be paid directly to all participating clergy. This honorarium is generally \$150.

The Flower Guild will provide an altar arrangement at a cost of \$250. Arrangements can be made for special flowers with the flower guild. You may also choose to increase your gift in thanksgiving for the Flower Guild.

Internment in Treadway Garden can be arranged with the office. There is no fee; however, a nameplate is \$150.

Visitation or reception refreshments include water, coffee, and light snacks. The family is welcome to provide other items through a caterer. All reception arrangements should be made with the Parish Administrator.

Any Fees or Honoraria should be submitted directly to the Cathedral. This is not an obligation of the Funeral Home.

Appendix A – From *The Hymnal 1982* Congregation Hymns

First Line	Hymn Number
The Strife is o'er	208
For all the saints	287
Humbly I adore Thee	314
Let all mortal flesh keep silence	324
Jesus, Son of Mary	357
Fairest Lord Jesus	383
The Christ who died but rose again	447
Lift High the cross	473
When I survey the wondrous cross	474
How lovely is thy dwelling place	517
Jerusalem, my happy home	620
O what their joy and their glory must be	623
Jerusalem the golden	624
Ye holy angels bright	625
The King of love	645
Abide with me	662

Amazing grace!	671
O God, our help in ages past	680
A mighty fortress is our God	688
Guide me, O thou great Jehovah	690
O thou who camest from above	704

Appendix B – Suggested Old Testament Readings

Book Chapter: Verse	Description
Isaiah 25:6-9	He will swallow up death inn Victory
Isaiah 61:1-3	To comfort all that mourn
Lamentations 3:22-26, 31-33	The Lord is good unto them that wait for him
Wisdom3:1-5, 9	(The souls of the righteous are in the hand of God)* <i>from the Apocrypha</i>
Job 19:21-27a	I know that my redeemer liveth

Appendix C – Suggested New Testament Readings

Romans 8:14-19, 34-35, 37-39	The glory that shall be revealed
I Corinthians 15:20-26, 35-38, 42-44, 53-58	Raised in incorruption
II Corinthians 4:16 – 5:9	Things which are not seen are eternal
I John 3:1-2	We shall be like him
Revelation 7:9-17	God shall wipe away all tears
Revelation 21:2-7	Behold, I make all things new

Appendix C – Suggested Psalms

Psalm 23	Rite I versions of these Psalms can be found on pages 471- 479 of the <i>Book of Common Prayer</i> .
Psalm 27	
Psalm 42:1-7	Rite II versions of these Psalms can be found on pages 585- 808 of the <i>Book of Common Prayer</i> .
Psalm 46	
Psalm 90:1-12	
Psalm 106:1-5	
Psalm 116	
Psalm 121	
Psalm 130	
Psalm 139 1-11	

Appendix D – Suggested Gospels –
(read by Deacon, Priest, or Bishop)

John 5:24-27	He that believeth hath everlasting life
John 6:37-40	All that the father giveth me shall come to me
John 10:11-16	I am the good shepherd
John 11:21-27	I am the resurrection and the life
John 14:1-6	In my Father's house are many mansions

Trinity Episcopal Cathedral
Funeral Planning Form (rev. July 8, 2021)

Name of Deceased:

Date of birth:

Date of death:

Family Contact Information (Next of kin) Address, Phone, Email:

Funeral Home and Contact Information:

Date of service:

Time:

Location:

Disposition of the body: Body / Ashes / No remains

Pall bearers?

If so, number of pallbearers expected:

Graveside service by Cathedral clergy? Date/Time/Place:

Rite I or II

Communion:

Officiating Clergy:

Assisting Clergy:

Preacher:

READINGS: recommended minimum of one psalm and a Gospel

First Reading: _____ Lector: _____

Psalm: _____

Second Reading: _____ Lector: _____

Gospel: _____

Acolyte: _____

Tower Bells:

Flower Guild (*Suggested Donation:\$150*) or Florist?

Flower Preference:_____

Hymn Requests:

Music notes:

Number of family expected: _____

Time family expected to arrive: _____

Family to arrive by: limousine cars

Reserved parking will be available for family in front of the church on Spring Street.

Family will gather before in: Morrison Hall Baker Parlor Other_____

Special seating requests (family, extended family/friends, pallbearers/spouses)?

Will the family enter with the procession or come in beforehand?

Will the family stay for the entire final hymn?

Are any people in wheelchairs expected?

Number of Bulletins:

Would the family like the service streamed?

Reception at church? Yes/No

Expected number of people:

Catered by the family? *If so, please have the caterer call Mary Hodges at 372-0294*